United Nations ST/IC/2017/21

Secretariat

22 June 2017

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Job Network Board for the Information and Telecommunication Technology Network**

In accordance with annex I to administrative instruction ST/AI/2016/1, entitled "Staff selection and managed mobility system", the Assistant Secretary-General for Human Resources Management has decided that the membership of the Job Network Board for the Information and Telecommunication Technology Network (ITECNET) will be as follows:

Chair:

Anthony O'Mullane, Office of Information and Communications Technology

Members:

Kalman Andrasi, Economic and Social Commission for Asia and the Pacific

Salem Avan, Office of Information and Communications Technology

Dinh-Huy Banh, Office of Information and Communications Technology

Michel Bergeron, United Nations Global Service Centre (Valencia)

Thomas Braun, Office of Information and Communications Technology

Olga de la Piedra, Office of Information and Communications Technology

Gudrun Fosse, Office of Information and Communications Technology

Maurizio Gazzola, United Nations Office at Vienna

Erzen Ilijazi, Office of Information and Communications Technology

Emmanuel Ngor, Regional Service Centre in Entebbe

Cyndy Raj, Office of Information and Communications Technology

Nick Robinson, Office of Information and Communications Technology

Luis Santiago, United Nations Office at Geneva

Suzanne Shanahan, Office of Information and Communications Technology

* The present circular will be in effect until further notice.

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Mumtaz Tamim, United Nations Office at Nairobi

Kais Zouabi, United Nations Global Service Centre (Brindisi)

Alternate members:

Monica Barbulescu, Office of Information and Communications Technology

Malcolm Chapman, Office of Information and Communications Technology

Olivier Debargue, Office of Information and Communications Technology

Amitava Ganguly, Office of Information and Communications Technology

Lambert Hogenhout, Office of Information and Communications Technology

Michael Ibach, Office of Information and Communications Technology

Viorel Iordache, Office of Information and Communications Technology

Roy Joblin, United Nations Interim Force in Lebanon

Ozzeir Khan, Office of Information and Communications Technology

Viktorija Kocman, Office of Information and Communications Technology

Osama Matalka, United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic

Amedeo Micelli, United Nations Disengagement Observer Force

Patrick Morrison, Office of Information and Communications Technology

Robert Oberwetter, Office of Information and Communications Technology

Andrey Shumikhin, Office of Information and Communications Technology

Ismet Traljic, United Nations Global Service Centre (Valencia)

Widmark Valme, United Nations Global Service Centre (Valencia)

Representatives of staff (observers):

Stefan Brezina

Dominique Chantrel

Kegham Tamamian

Nebiyu Workineh

Alternate representatives of staff (observers):

Irka Kuleshnyk

Georges Younes

Ex officio member:

Chief, Network Staffing Team, Office of Human Resources Management, United Nations Office at Vienna

United Nations ST/IC/2017/22

Secretariat

1 July 2017

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Classification of duty stations and special entitlements for staff members serving at designated duty stations**

1. The purpose of the present information circular is to inform the staff of the classification of duty stations established by the International Civil Service Commission (ICSC) according to conditions of life and work and of the revised lists of duty stations designated by ICSC where special entitlements apply for eligible staff, as explained in paragraphs 5 to 9 below. The revised lists are set out in annexes II and III to the present circular. The revisions are effective from 1 July 2017.

I. Classification of duty stations

2. All duty stations are placed by ICSC in one of six categories: H and A to E. The H category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no developmental or humanitarian assistance programmes or in member countries of the European Union. The A to E categories comprise all other duty stations classified by order of difficulty of conditions of life and work. Annex I to the present circular contains the list of duty stations classified in the H category. Annex II contains the list of duty stations classified in the A to E categories.

Mobility incentive and hardship allowance

3. The category of the duty station where a staff member is serving and/or has served is one of the factors that determine whether the staff member is eligible for the mobility incentive and hardship allowance. It is also a factor in determining the amount of the allowance. The relevant provisions on the matter are set out in staff rules 3.13 and 3.14 and in the administrative instruction on the mobility and hardship scheme (ST/AI/2016/6).

* The present circular expires on 1 January 2018.

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Special entitlements at designated duty stations

4. The classification of duty stations in the A to E categories is linked to the special entitlements that are set out in the administrative instruction on special entitlements for staff members serving at designated duty stations.

II. Duty stations at which special entitlements may apply for eligible staff

5. At duty stations classified in the A to E categories, which are listed in annex II to the present circular, one or more of the special entitlements set out in the administrative instruction on special entitlements for staff members serving at designated duty stations may apply, as indicated in paragraphs 6 to 8 below. The granting of these entitlements is subject to the conditions established in the applicable staff regulations and rules and the above-mentioned administrative instruction.

6. The category of each of the duty stations listed in annex II is indicated in the second column of the annex. At duty stations classified in the D and E categories that do not fall under the rest and recuperation framework, eligible staff are entitled to:

(a) Accelerated home leave travel, that is, home leave travel once every 12 months;

(b) Additional unaccompanied shipment entitlement of 50 kg or 0.31 m^3.

The designated duty stations where staff are entitled to accelerated home leave travel are indicated in the fifth column of annex II to the present circular.

7. The designated duty stations where eligible staff are entitled to additional education grant travel and an additional reimbursement for boarding costs under the education grant are indicated in the third column of annex II to the present circular.

8. The designated duty stations where eligible staff are entitled to additional shipment entitlements, namely, an annual shipment entitlement and a shipment on the birth or adoption of an infant, are indicated in the fourth column of annex II to the present circular.

9. A list of the countries having duty stations at which staff qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members is shown in annex III to the present circular.

10. The present circular supersedes information circular ST/IC/2017/5.

Annex I

List of countries where duty stations are classified in the H category

(Effective 1 July 2017)

Australia

Austria

Belgium

Bulgaria

Canada

Croatia

Cyprus

Czechia

Denmark

Estonia

Finland

France[1]

Germany

Greece

Hungary

Ireland

Italy

Japan

Latvia

Lithuania

Luxembourg

Malta

Netherlands

New Zealand

Norway

Poland

Portugal

Romania

Slovakia

Slovenia

Spain

Sweden

Switzerland

United Kingdom of Great Britain and Northern Ireland

United States of America

[1] Including Monaco.

Annex II

List of duty stations classified in the A to E categories

(Effective 1 July 2017)

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Afghanistan				
Bamyan	E	X	–	–
Faizabad	E	X	–	–
Farah	E	X	–	–
Gardez	E	X	–	–
Herat	E	X	–	–
Jalalabad	E	X	–	–
Kabul	E	X	–	–
Kandahar	E	X	–	–
Khowst	E	X	–	–
Kunduz	E	X	–	–
Maymana	E	X	–	–
Mazar-I-Sharif	E	X	–	–
Pul-i-Kumri	E	X	–	–
Albania				
Tirana	A	X (E)	–	–
Algeria				
Algiers	B	X (F)	–	–
Tindouf	E	X	–	–
Angola				
Kuito Bie	C	X	–	–
Luanda	C	X (F)	–	–
Lubango	C	X	–	–
Antigua and Barbuda				
St. Johns	A	X (E)	–	–
Argentina				
Buenos Aires	A	–	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Armenia				
Yerevan	A	–	–	–
Azerbaijan				
Baku	A	X (E)	–	–
Bahrain				
Manama	A	–	–	–
Bahamas				
Nassau	A	X (E and F)	–	–
Bangladesh				
Cox's Bazaar	D	X	–	–
Dhaka	C	–	–	–
Rangamati	E	X	–	–
Rangpur	C	X	–	–
Barbados				
Bridgetown	A	X (E)	–	–
Belarus				
Minsk	A	X (E)	–	–
Belize				
Belize City	A	X	–	–
Belmopan	A	X	–	–
Benin				
Cotonou	B	X (F)	–	–
Bhutan				
Paro	C	X	–	–
Thimphu	C	X	–	–
Bolivia (Plurinational State of)				
La Paz	A	–	–	–
Bosnia and Herzegovina				
Sarajevo	A	–	–	–
Srebrenica	B	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Botswana				
Dukwi	D	X	–	–
Gaborone	A	X	–	–
Brazil				
Brasília	A	–	–	–
Manaus	A	X	–	–
Recife	A	X (E)	–	–
Rio de Janeiro	A	–	–	–
Sao Paulo	A	–	–	–
Burkina Faso				
Djibo	E	X	–	–
Dori	D	X	–	–
Ouagadougou	C	X (E)	–	–
Burundi				
Bujumbura	D	X	–	–
Gitega	D	X	–	–
Makamba	D	X	–	–
Muyinga	D	X	–	–
Ngozi	D	X	–	–
Ruyigi	D	X	–	–
Cambodia				
Phnom Penh	B	–	–	–
Cameroon				
Batouri	D	X	–	–
Bertoua	C	X	–	–
Djohong	E	X	–	–
Douala	A	X	–	–
Garoua	C	X (F)	–	–
Maroua	C	X	–	–
Meiganga	D	X	–	–
Yaoundé	B	X (F)	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Cabo Verde				
Praia	B	X (F)	–	–
Central African Republic				
Bambari	E	X	–	–
Bangassou	E	X	–	–
Bangui	D	X	–	–
Berberati	E	X	–	–
Birao	E	X	–	–
Bossangoa/Soumbe	E	X	–	–
Bouar	E	X	–	–
Bria	E	X	–	–
Kaga-Bandoro	E	X	–	–
Ndele	E	X	–	–
Obo	E	X	–	–
Paoua	E	X	–	–
Chad				
Abeche	E	X	–	–
Am Djarass	E	X	–	–
Ati	E	X	–	–
Baga Sola	E	X	–	–
Bahai	E	X	–	–
Bir Nahr	E	X	–	–
Boi	E	X	–	–
Farchana	E	X	–	–
Gore	E	X	–	–
Gozbeida	E	X	–	–
Guereda	E	X	–	–
Hadjer Hadid	E	X	–	–
Haraze	E	X	–	–
Iriba	E	X	–	–
Koukou	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Mao	E	X	–	–
Maro	E	X	–	–
Mongo	E	X	–	–
Moundou	E	X	–	–
Moussoro	E	X	–	–
N'Djamena	D	X	–	–
Sarh	E	X	–	–
Chile				
Santiago	A	–	–	–
China				
Beijing	A	–	–	–
Colombia				
Apartado	C	X	–	–
Arauca	C	X	–	–
Barranquilla	A	X (E)	–	–
Bogotá	A	–	–	–
Bucaramanga	A	X (E)	–	–
Buenaventura	C	X	–	–
Cali	A	–	–	–
Cartagena	A	X (E)	–	–
Cucuta	A	X	–	–
Florencia	A	X	–	–
Medellin	A	–	–	–
Mocoa	C	X	–	–
Monteria	A	X	–	–
Pasto	B	X	–	–
Popayan	A	X	–	–
Quibdo	C	X	–	–
San Jose del Guaviare	C	X	–	–
Valledupar	C	X	–	–
Villavicencio	A	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Comoros				
Moroni/Grande Comore	C	X	–	–
Congo				
Betou	E	X	–	–
Brazzaville	C	X (F)	–	–
Impfondo	D	X	–	–
Pointe-Noire	B	X (F)	–	–
Cook Islands				
Avarua	B	X	–	–
Costa Rica				
San José	A	–	–	–
Côte d'Ivoire				
Abengoura	D	X	–	–
Abidjan	B	–	–	–
Bondoukou	E	X	–	–
Bouaké	D	X	–	–
Daloa	D	X	–	–
Duékoué	D	X	–	–
Guiglo	D	X	–	–
Korhogo	E	X	–	–
Man	D	X	–	–
San Pedro	D	X	–	–
Tabou	C	X	–	–
Toulepleu	E	X	–	–
Yamoussoukro	C	X	–	–
Cuba				
Havana	B	X (E)	–	–
Democratic People's Republic of Korea				
Pyongyang	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Democratic Republic of the Congo				
Ango Ango	E	X	–	–
Aru	E	X	–	–
Bandundu	E	X	–	–
Beni	E	X	–	–
Bili	E	X	–	–
Bukavu	E	X	–	–
Bunia	E	X	–	–
Butembo	E	X	–	–
Dongo	E	X	–	–
Doruma (Darouma)	E	X	–	–
Dungu	E	X	–	–
Gbadolite	D	X	–	–
Gemena	E	X	–	–
Goma	E	X	–	–
Kabalo	E	X	–	–
Kalemie	E	X	–	–
Kamina	D	X	–	–
Kananga	D	X	–	–
Kindu	E	X	–	–
Kinshasa	C	X (E and F)	–	–
Kisangani	D	X	–	–
Libenge	E	X	–	–
Lubumbashi	D	X	–	–
Mahagi	E	X	–	–
Matadi	D	X	–	–
Mbandaka	E	X (F)	–	–
Mboko	E	X	–	–
Mbuji-Mayi	E	X	–	–
Moanda	D	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Uvira	E	X	–	–
Zongo	E	X	–	–
Djibouti				
Ali Sabieh	D	X	–	–
Djibouti	C	X (F)	–	–
Obock	D	X	–	–
Dominican Republic				
Santo Domingo	A	–	–	–
Ecuador				
Esmeraldas	C	X	–	–
Guayaquil	A	X (E)	–	–
Ibarra	A	X (S)	–	–
Lago Agrio (Sucumbios)	C	X	–	–
Pedernales	D	X	–	–
Quito	A	–	–	–
Egypt				
Alexandria	A	–	–	–
Cairo	A	–	–	–
Ismailia	A	X (A)	–	–
El Salvador				
San Salvador	B	–	–	–
Equatorial Guinea				
Malabo	D	X (F)	X	X
Eritrea				
Asmara	C	X (E)	–	–
Massawa	D	X	–	–
Ethiopia				
Addis Ababa	B	–	–	–
Assosa	D	X	–	–
Awassa/Sidamo	D	X	–	–
Bambasi	B	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Dese	D	X	–	–
Dire Dawa	D	X	–	–
Dollo Addo	E	X	–	–
Fugnido	E	X	–	–
Gambella	E	X	–	–
Gode	E	X	–	–
Itang	E	X	–	–
Jijiga	E	X	–	–
Mekele	C	X	–	–
Nazareth	C	X	–	–
Nyien-Yan (Ningnang)	E	X	–	–
Semera	D	X	–	–
Shire/Endaselassie	D	X	–	–
Tongo	E	X	–	–
Fiji				
Suva	B	X (E)	–	–
Gabon				
Libreville	A	X (F)	–	–
Gambia				
Banjul	B	X (E)	–	–
Gaza				
Gaza Town	E	X	–	–
Georgia			–	
Gali	D	X	–	–
Sokhumi	C	X	–	–
Tbilisi	A	X (E)	–	–
Ghana				
Accra	A	–	–	–
Takoradi	B	X	–	–
Tamale	B	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Guatemala				
Guatemala City	B	–	–	–
Guinea				
Conakry	D	X (F)	X	X
Kankan	E	X	–	–
Nzerekore	E	X	–	–
Guinea-Bissau				
Bafatá	E	X	–	–
Bissau	D	X	X	X
Buba	E	X	–	–
Guyana				
Georgetown	B	X (E)	–	–
Haiti				
Cap-Haïtien	C	X	–	–
Fort-Liberté	D	X	–	–
Gonaïves	D	X	–	–
Jacmel	C	X	–	–
Jeremie	D	X	–	–
Les Cayes	D	X	–	–
Port-au-Prince	C	X (F)	–	–
Honduras				
San Pedro Sula	B		–	–
Tegucigalpa	B	–	–	–
India				
Bhopal	B	X (E)	–	–
Bhubaneswar	B	X	–	–
Calcutta	A	X (E)	–	–
Hyderabad	A	X (E)	–	–
Jaipur	A	X (E)	–	–
Lucknow	A	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
New Delhi	B	–	–	–
Patna	B	X	–	–
Indonesia				
Bogor	A	X (E)	–	–
Jakarta	A		–	–
Jayapura (Irian Jaya/Papua)	C	X (E)	–	–
Kupang	C	X (E)	–	–
Makssar	A	X (E)	–	–
Medan	A	X (E)	–	–
Iran (Islamic Republic of)				
Kerman	C	X	–	–
Mashad	C	X	–	–
Shiraz	C	X (E)	–	–
Tehran	B		–	–
Iraq				
Arbil/Erbil	D	X	–	–
Baghdad	E	X	–	–
Basrah	E	X	–	–
Dohuk	E	X	–	–
Kirkuk	E	X	–	–
Sulaymaniah	E	X	–	–
Tikrit	E	X	–	–
Zummar	E	X	–	–
Israel				
Tel Aviv	A	–	–	–
Tiberias	A	X	–	–
Jamaica				
Kingston	A	X (E)	–	–
Jerusalem				
Jerusalem	B	–	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Jordan				
Amman	A	–	–	–
Azraq	B	X	–	–
Irbid	A	X	–	–
Mafraq	B	X	–	–
Ruwayshid	E	X	–	–
Kazakhstan				
Almaty	A	X (E)	–	–
Astana	B	X (E)	–	–
Kenya				
Alinjugur	E	X	–	–
Dadaab	E	X	–	–
Garissa	E	X	–	–
Kakuma	E	X	–	–
Kapenguria	D	X	–	–
Marsabit	D	X	–	–
Mombasa	B	X (E)	–	–
Nairobi	B	–	–	–
Kiribati				
Tarawa	C	X	–	–
Kuwait				
Kuwait City	A	–	–	–
Kyrgyzstan				
Bishkek	B	X (E)	–	–
Osh	D	X	–	–
Lao People's Democratic Republic				
Vientiane	B	–	–	–
Lebanon				
Al-Qoubaiyat (Kobayat)	B	X	–	–
Beirut	B	–	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Tripoli	B	X (F)	–	–
Tyre (Sur)	C	X (F)	–	–
Zahle	B	X	–	–
Lesotho				
Maseru	C	X	–	–
Liberia				
Bopolu	E	X	–	–
Buchanan	E	X	–	–
Cestos City (River Cess)	E	X	–	–
Fishtown	E	X	–	–
Gbarnga	E	X	–	–
Greenville	E	X	–	–
Harper (Maryland County)	E	X	–	–
Kakata	E	X	–	–
Monrovia	D	X	–	–
Robertsport	E	X	–	–
Tubmanburg	E	X	–	–
Voinjama	E	X	–	–
Zwedru	E	X	–	–
Macao, China				
Macao	A	X	–	–
Madagascar				
Antananarivo	B	X (F)	–	–
Antsirabe	A	X (F)	–	–
Fort-Dauphin	B	X (F)	–	–
Mahajanga (Majunga)	C	X (F)	–	–
Morondava	D	X (F)	–	–
Sambava	C	X	–	–
Toamasina (Tamatave)	B	X (F)	–	–
Toliara (Tulear)	C	X (F)	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Malawi				
Blantyre	B	X	–	–
Lilongwe	C	X	–	–
Mwanza	C	X	–	–
Ntchisi	C	X	–	–
Malaysia				
Kuala Lumpur	A	–	–	–
Maldives				
Malé	B	X	–	–
Mali				
Bamako	C	X	–	–
Gao	E	X	–	–
Kayes	E	X	–	–
Kidal	E	X	–	–
Koulikoro	D	X	–	–
Menaka	E	X	–	–
Mopti	E	X	–	–
Sikasso	D	X	–	–
Tessalit	E	X	–	–
Tombouctou	E	X	–	–
Marshall Islands				
Majuro	C	X	–	–
Mauritania				
Bassikounou	E	X	–	–
Nema	E	X	–	–
Nouakchott	D	–	X	X
Mauritius				
Port Louis	A	–	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Mexico				
Mexico City	A	–	–	–
Tapachula, Chiapas	B	X	–	–
Tenosique	C	X	–	–
Micronesia (Federated States of)				
Pohnpei (Ponape)	B	X	–	–
Mongolia				
Ulan Bator	B	X (E)	–	–
Montenegro				
Podgorica	A	X (E)	–	–
Morocco				
Rabat	A	–	–	–
Mozambique				
Beira	D	X	–	–
Chimoio	C	X	–	–
Maputo	B	X	–	–
Nampula	D	X	–	–
Myanmar				
Hakha	D	X	–	–
Hpa-An	C	X	–	–
Kalay	C	X	–	–
Lashio	D	X	–	–
Mandalay	B	X (E)	–	–
Maungdaw	E	X	–	–
Maw-La-Myine	D	X	–	–
Myitkyina	D	X	–	–
Nay Pyi Taw	C	X	–	–
Sittwe	D	X	–	–
Yangon	B	–	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Namibia				
Windhoek	A	X (E)	–	–
Nepal			–	
Chautara	D	X	–	–
Damak	D	X	–	–
Gorkha	D	X	–	–
Kathmandu	C	X (E)	–	–
Nicaragua				
Bluefields	C	X	–	–
Managua	A	–	–	–
Niger				
Abala	E	X	–	–
Agades	E	X	–	–
Diffa	E	X	–	–
Maradi	E	X	–	–
Niamey	C	X (F)	–	–
Ouallam	E	X	–	–
Tahoua	D	X	–	–
Tillabery	E	X	–	–
Zinder	D	X	–	–
Nigeria				
Abuja	C	X (E)	–	–
Akure (Ondo State)	D	X	–	–
Bauchi	E	X	–	–
Damaturu	D	X	–	–
Enugu	C	X	–	–
Kaduna	D	X	–	–
Kano	D	X	–	–
Katsina	D	X	–	–
Lagos	C	–	–	–
Maiduguri	D	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Minna	D	X	–	–
Port Harcourt	C	X (F)	–	–
Sokoto	E	X	–	–
Yola	D	X	–	–
Occupied Syrian Golan				
Occupied Syrian Golan	C	X	–	–
Oman				
Muscat	A	–	–	–
Pakistan				
Islamabad	D	X	–	–
Karachi	D	X	–	–
Lahore	D	X	–	–
Peshawar	E	X	–	–
Quetta	E	X	–	–
Panama				
Panama City	A	–	–	–
Papua New Guinea				
Buka	E	X	–	–
Port Moresby	D	X (E)	–	–
Paraguay				
Asunción	A	–	–	–
Peru				
Lima	A	–	–	–
Philippines				
Cotabato City	D	X	–	–
Manila	A	–	–	–
Tacloban	B	X	–	–
Qatar				
Doha	A	–	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Republic of Korea				
Ansan	A	X	–	–
Seoul	A	–	–	–
Republic of Moldova				
Chisinau	A	X	–	–
Russian Federation				
Moscow	A	–	–	–
Rwanda				
Butare	C	X	–	–
Byumba	C	X	–	–
Gisenye	C	X	–	–
Kibuye	C	X	–	–
Kigali	A	X	–	–
Kirehe	C	X	–	–
Samoa				
Apia	B	X	–	–
Sao Tome and Principe				
Sao Tome	B	X	–	–
Saudi Arabia				
Jeddah	A	–	–	–
Riyadh	A	–	–	–
Senegal				
Dakar	A	–	–	–
Ziguinchor	C	X (F)	–	–
Serbia				
Belgrade	A	–	–	–
Mitrovica	B	X	–	–
Pristina	A	X	–	–
Seychelles				
Mahé/Port Victoria	A	–	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Sierra Leone				
Freetown	D	X	X	X
Kabala	E	X	–	–
Kambia	E	X	–	–
Kenema	E	X	–	–
Kono	E	X	–	–
Magburaka	E	X	–	–
Makeni	E	X	–	–
Mattru Jong	E	X	–	–
Moyamba	E	X	–	–
Port Loko	E	X	–	–
Pujehun	E	X	–	–
Singapore				
Singapore	A	–	–	–
Solomon Islands				
Honiara	D	X (E)	–	–
Somalia				
Baidoa	E	X	–	–
Belet Uen	E	X	–	–
Berbera	E	X	–	–
Boosaaso (Bender Cassim)	E	X	–	–
Dolow	E	X	–	–
Galkacyo	E	X	–	–
Garowe	E	X	–	–
Hargeisa	E	X	–	–
Kisimaio	E	X	–	–
Mogadishu	E	X	–	–
South Africa				
Cape Town	A	X (E)	–	–
Johannesburg	A	–	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Musina	B	X	–	–
Pretoria	A	–	–	–
South Sudan				
Aweil	E	X	–	–
Bentiu	E	X	–	–
Bor	E	X	–	–
Bunj	E	X	–	–
Ezo	E	X	–	–
Gok Machar	E	X	–	–
Jam Jang	E	X	–	–
Juba	E	X	–	–
Kapoeta	E	X	–	–
Kuajok	E	X	–	–
Malakal	E	X	–	–
Melut	E	X	–	–
Mingkaman	E	X	–	–
Pibor	E	X	–	–
Rumbek	E	X	–	–
Torit	E	X	–	–
Wau	E	X	–	–
Wunrok	E	X	–	–
Yambio	E	X	–	–
Yei	E	X	–	–
Yirol	E	X	–	–
Sri Lanka				
Colombo	A	–	–	–
Jaffna	B	X	–	–
Kilinochchi	D	X (E)	–	–
St. Lucia				
Castries	A	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Sudan				
Abyei	E	X	–	–
Damazine	D	X	–	–
Ed Daein	E	X	–	–
El Fasher	E	X	–	–
El Geneina	E	X	–	–
El Obeid	E	X	–	–
El Sireaf	E	X	–	–
Forobaranga	E	X	–	–
Habila	E	X	–	–
Kabkabiya	E	X	–	–
Kadugli	E	X	–	–
Kassala	E	X	–	–
Khartoum	C	X (E)	–	–
Khashm El Girba	E	X	–	–
Khor Abeche	E	X	–	–
Korma	E	X	–	–
Kosti	E	X	–	–
Kutum	E	X	–	–
Labado	E	X	–	–
Malha (Malha Wells)	E	X	–	–
Mellit (Mallit)	E	X	–	–
Merawi	E	X	–	–
Morni	E	X	–	–
Mukjar	E	X	–	–
Nertiti	E	X	–	–
Nyala	E	X	–	–
Port Sudan	C	X	–	–
Saraf Umra (Omra)	E	X	–	–
Shaeria	E	X	–	–
Shangal Tobaye	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Sortony	E	X	–	–
Tawilla (Tawilah)	E	X	–	–
Tine	E	X	–	–
Um Baro	E	X	–	–
Um Kaddada	E	X	–	–
Zalingei	E	X	–	–
Zam Zam	E	X	–	–
Suriname				
Paramaribo	B	X (E)	–	–
Swaziland				
Mbabane	A	X (E)	–	–
Syrian Arab Republic				
Aleppo	E	X	–	–
Damascus	E	X (F)	–	–
Daraa	E	X	–	–
Homs	E	X	–	–
Qamishli	E	X	–	–
Tartous	E	X	–	–
Tajikistan				
Dushanbe	C	X (E)	–	–
Thailand				
Bangkok	A	–	–	–
Hat Yai	B	X	–	–
Ban Mae Sot	B	X	–	–
Kanchanaburi	A	X	–	–
Mae Hong Son	B	X	–	–
Mae Sariang	B	X	–	–
The former Yugoslav Republic of Macedonia				
Skopje	A	X (E)	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Timor-Leste				
Becau	D	X	–	–
Dili	C	X (E)	–	–
Maliana	D	X	–	–
Oecussi	D	X	–	–
Same	D	X	–	–
Suai	D	X	–	–
Togo				
Lomé	B	–	–	–
Tonga				
Nuku Alofa	B	X (E)	–	–
Trinidad and Tobago				
Port of Spain	A	X (E)	–	–
Tunisia				
Tunis	A	–	–	–
Zarzis	A	X (F)	–	–
Turkey				
Ankara	A	–	–	–
Gaziantep	B	X	–	–
Istanbul	A	–	–	–
Izmir	A	X (E)	–	–
Mersin	A	X	–	–
Van	C	X	–	–
Turkmenistan				
Ashgabad	D	X (E)	X	X
Uganda				
Adjumani	E	X	–	–
Arua	C	X	–	–
Bundibugyo	D	X	–	–
Gulu	C	X	–	–
Hoima	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Kaabong	E	X	–	–
Kampala	B	X (E)	–	–
Kiryandongo	D	X	–	–
Kisoro	D	X	–	–
Kitgum	D	X	–	–
Kotido	E	X	–	–
Kyaka II	E	X	–	–
Kyangwali	D	X	–	–
Lira	D	X	–	–
Mbarara	C	X	–	–
Moroto	E	X	–	–
Nakivale	E	X	–	–
Pader	E	X	–	–
Rwamwanja	E	X	–	–
Soroti	C	X	–	–
Yumbe	D	X	–	–
Ukraine				
Dnipropetrovsk	A	X	–	–
Donetsk	D	X	–	–
Kharkiv	A	X	–	–
Kherson	A	X	–	–
Kiev	A	–	–	–
Kramatorsk	C	X	–	–
Luhansk	D	X	–	–
Mariupol	C	X	–	–
Odessa	A	X	–	–
Severodonetsk	C	X	–	–
United Arab Emirates				
Abu Dhabi	A	–	–	–
Dubai	A	–	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
United Republic of Tanzania				
Arusha	B	X (E)	–	–
Dar es Salaam	B	X (E)	–	–
Kasulu	E	X	–	–
Kibondo	D	X	–	–
Kigoma	E	X	–	–
Moshi	C	X (E)	–	–
Mpanda	E	X	–	–
Tabora	C	X	–	–
Zanzibar	C	X	–	–
Uruguay				
Montevideo	A	–	–	–
Uzbekistan				
Tashkent	B	X (E)	–	–
Vanuatu				
Port Vila	B	X (F)	–	–
Venezuela (Bolivarian Republic of)				
Caracas	B	–	–	–
Ciudad Guayana	C	X	–	–
Guasdualito	D	X	–	–
Maracaibo	C	X (E)	–	–
San Cristobal	B	X	–	–
Viet Nam				
Hanoi	A	–	–	–
Ho Chi Minh City	A	–	–	–
West Bank				
East Jerusalem	B	–	–	–
Ramallah	B	X (E)	–	–
Western Sahara				
Laayoune	C	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Yemen				
Aden	E	X	–	–
Ahwar	E	X	–	–
Amran	E	X	–	–
Haradh	E	X	–	–
Hodeidah	E	X	–	–
Ibb	E	X	–	–
Kharaz	E	X	–	–
Maifaa	E	X	–	–
Sa'ada	E	X	–	–
Sana'a	E	X	–	–
Seiyun	E	X	–	–
Zambia				
Kaoma	D	X	–	–
Lusaka	A	X (E)	–	–
Solwezi	D	X	–	–
Zimbabwe				
Harare	C	–	–	–

Abbreviations: A, Arabic; E, English; F, French; S, Spanish.

Annex III

Countries having duty stations at which staff qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members, as at 1 January 2017

Afghanistan
Angola
Bhutan
Burundi
Cambodia
Central African Republic
Chad
Comoros
Congo
Democratic People's Republic of Korea
Equatorial Guinea
Ethiopia
Fiji
Guinea
Guinea-Bissau
Haiti
Iraq
Kiribati
Kyrgyzstan
Lao People's Democratic Republic
Liberia
Madagascar
Malawi
Mali
Mauritania
Micronesia (Federated States of)
Niger
Niue
Palau
Papua New Guinea
Samoa
Sao Tome and Principe
Sierra Leone
Solomon Islands
Somalia
South Sudan
Syrian Arab Republic
Timor-Leste
Turkmenistan
Vanuatu
Yemen
Zimbabwe

United Nations ST/IC/2017/23

Secretariat

19 July 2017

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Review for consideration for the granting of a continuing appointment, as at 1 July 2014**

1. The present circular sets out the procedures for the conduct of the 2014 annual review of staff eligible for consideration for conversion to a continuing appointment, in accordance with the provisions of ST/SGB/2011/9 and ST/AI/2012/3.

Eligibility criteria

2. In order to be eligible for consideration for the granting of a continuing appointment, staff members must satisfy the criteria set out in section 2 of ST/SGB/2011/9 on continuing appointments and section 2 of ST/AI/2012/3, on the administration of continuing appointments, by the eligibility date of 1 July 2014.

Procedures

2014 post envelopes and availability of continuing appointments[1]

3. The Assistant Secretary-General for Human Resources Management has calculated the global level of post envelopes for this review as follows: the post envelope for the Professional and higher categories and the Field Service category is 7,873, and the post envelope for the General Service and related categories is 4,149.

4. In view of the cumulative number of existing continuing and permanent appointments in each of the post envelopes, it has been determined that the total maximum number of continuing appointments that can be given for this review will be 1,297 for the Professional and higher categories and the Field Service category and 437 for the General Service and related categories.

* The present circular will be in effect until further notice.

[1] An explanation of the calculation of the post envelope can be found in paragraphs 51 and 52 of resolution 65/247.

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Start of the review process

5. On the basis of a prima facie review of appointment records for the five years preceding the 1 July 2014 eligibility date, the Office of Human Resources Management has identified a preliminary list of potentially eligible candidates in each department or office and will transmit the list to those departments or offices for verification and amendment, if needed, in accordance with section 5.2 of ST/SGB/2011/9 and section 4.2 (d) of ST/AI/2012/3.

6. Candidates who have been identified as potentially eligible will receive an automatic email generated in Inspira, indicating that their names have been submitted to the heads of their departments or offices for review.

7. Each head of department or office shall review the eligibility of the staff members serving with them at the time of review. A staff member who is on temporary assignment to an office in the Secretariat other than his or her parent office as at the eligibility date will be considered by the parent department or office, in consultation with the office in which the staff member currently serves, as appropriate.

8. The review exercise will be conducted through Inspira. The relevant menus for the review will be open in Inspira only to staff members who have been identified in accordance with paragraph 6 above. Staff members who believe that they are eligible and who have not received email notification of their eligibility for review should contact their executive office or local human resources office to request review for inclusion by the deadline, which will be announced on iSeek.

Stage I: eligibility review

9. Staff members who have been notified that their records will be subject to review will be given the opportunity to comment on their data. Staff members who wish to avail themselves of this opportunity can log on to Inspira, review their eligibility data and provide comments and attachments by the established deadline, which will be announced on iSeek. It should be noted that such a review by the staff member is not mandatory. Once the staff review period has elapsed, staff members will not be able to provide additional information through Inspira, and the executive office or local human resources office will proceed with the review of existing records.

10. The executive office or local human resources office will then review the data of potentially eligible candidates Staff members may be contacted during the review period to clarify any of the submissions that they have made or to provide additional information. On the basis of the review of the data, a determination will be made by the executive office or local human resources office as to whether the staff member is eligible for consideration for conversion to a continuing appointment.

11. Because this is a global exercise, executive offices and local human resources offices must complete the eligibility review of all staff members under their purview by the same deadline, which will be published on iSeek.

12. Once executive offices and local human resources offices have completed their eligibility reviews, all staff members whose records have been reviewed will be notified of their eligibility status.

Stage II: points allocation review

13. In the event that the number of continuing appointments to be awarded under a given post envelope is larger than the number of eligible staff members in that envelope, there will be no need to conduct the points allocation review, as all

eligible candidates will be awarded continuing appointments, in accordance with section 5.3 of ST/SGB/2011/9.

14. In the event that the number of continuing appointments to be awarded under a given post envelope is smaller than the number of eligible staff members in that envelope (after review in stage I above), candidates deemed eligible by their executive office or local human resources office will again be given the opportunity to comment on their records for the purpose of points allocation (see annex for a list of the criteria that will be used).

15. Staff members who wish to avail themselves of this opportunity will be able to log on to Inspira, review their point allocation data and provide comments and attachments by the established deadline, which will be announced on iSeek. It should be noted that this review by staff members is not mandatory. Once the deadline has passed, staff members will not be able to provide additional information through Inspira, and the executive office or local human resources office will proceed with the review of the existing records.

16. On the basis of the review of the data, the executive office or local human resources office will determine the points to be awarded to each eligible candidate in accordance with section 3 of ST/AI/2012/3. The executive office or local human resources office may contact the staff member during the review period to clarify any of the submissions that he or she has made or to request additional information.

17. The time frame required for the points allocation review will be announced to executive offices and local human resources offices once it is known how many cases have to be reviewed. Executive offices and local human resources offices must complete the points allocation review of all the staff under their purview by the deadline which will be published on iSeek.

18. All eligible staff members will be notified of the points that they have been awarded by their executive office or local human resources office at the end of the points allocation review period.

Final ranking

19. Once all heads of departments or offices have transmitted to the Office of Human Resources Management the final list of eligible staff members under their purview and the points allocated to them, the Office shall centralize the information received and create two lists of eligible staff members according to rank: one list for the Professional and higher categories and the Field Service category and another for the General Service and related categories, in accordance with section 5.3 of ST/SGB/2011/9.

20. Staff members who are awarded equal numbers of points shall be ranked on the basis of length of continuous service.

21. As the review is conducted on a global basis, there shall be no relationship between the number of posts in the envelope per department or office and the number of staff members who could be granted a continuing appointment in that department or office.

Review by the Office of Human Resources Management and granting of appointments

22. Before a decision is made on the granting of continuing appointments, the Office of Human Resources Management will review top-ranked staff members to ensure that they continue to meet the criteria set out in section 2.1 (b), (e) and (f) of ST/SGB/2011/9 at the time of the granting of the appointment.

23. If a decision is made not to renew a staff member's fixed-term appointment during the review period, the appointment will not be extended to cover the duration of the review period. The staff member will be excluded from the review.

24. Staff members who meet the eligibility criteria at the start of the review period and are thereafter seconded to another United Nations entity or separate from the Organization during the review period shall also be withdrawn from the review.

25. Once the final ranking is established and the Office of Human Resources Management has confirmed that all top-ranked candidates continue to meet the criteria for granting of continuing appointments, in accordance with sections 5.4 and 5.6 of ST/SGB/2011/9, the Assistant Secretary-General for Human Resources Management will certify the list of staff in each post envelope who can be awarded a continuing appointment.

26. The effective date of continuing appointments shall be the date on which the Assistant Secretary-General for Human Resources Management certifies which staff members are to be granted continuing appointments.

Outcome and relationship to future reviews

27. All staff members deemed eligible for conversion will receive a notification from the Office of Human Resources Management on the outcome of the review.

28. Staff members who have met the eligibility requirements set out in section 2 of ST/AI/2012/3 but have not been granted a continuing appointment owing to the level of the relevant post envelope will have to satisfy again those eligibility requirements at the time of subsequent reviews in order to be considered for the granting of a continuing appointment. In such cases, the department will update the information related to new periods of service for the purposes of eligibility and points allocation.

Annex

Allocation of points

Criteria	*Points*
1. Performance rating for the past four performance reports	
• Exceeds expectations (or equivalent)	• 7 points for each report (for at least a one-year period)
• Frequently exceeds expectations (or equivalent)	• 5 points for each report (for at least a one-year period)
2. Service of at least one year (continuous) in a hardship duty station:	
• Categories A and B	• 1 point per tour of duty[a]
• Category C	• 3 points per tour of duty
• Category D	• 5 points per tour of duty
• Category E	• 7 points per tour of duty
3. Service of at least one year (continuous) in a non-family duty station	2 points per tour of duty
4. Geographic mobility for at least one year (continuous)[b]	3 points per tour of duty
5. Functional mobility for at least one year (continuous)[c]	2 points per tour of duty
6. Proficiency in one official language of the United Nations other than one's mother tongue	2 points
7. Each additional year of service beyond five years	1 point for each year

[a] "Tour of duty" is defined as the initial appointment to a duty station or the reassignment or transfer to another duty station for a continuous period of one year or longer as recorded in the officially established system.

[b] "Geographic mobility" is defined as service in two different positions in two different duty stations for a continuous period of at least one year in each position as recorded in the officially established system.

[c] "Functional mobility" is defined as service of a staff member in different positions for a continuous period of one year or longer in each position, as recorded in the officially established system, involving a change of role, a change of functions or a change of department or office.